



Miss M Haylock
Lodge Farm Bungalow
Hackford
Reepham
Norfolk
NR10 4RL

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning & Building Control General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Our Ref: LU/94/13/

Your Ref:

**Please ask for:
Miss C Burrows
extn 37459**

Dear Miss Haylock

18th April 2013

**Town & Country Planning Act 1990 (as amended)
Town & country Planning (Development Management Procedure) (England) Order 2010 (as amended)**

Application for Planning Permission for Works or Extension to a Dwelling

Development Create a dropped curb & vehicle cross over

Location 40 Wick Street Littlehampton

Thank you for your recent application which I received on 15th April 2013. It is being dealt with by Miss C Burrows who will be able to help you should you have any questions.

I regret that I am unable to accept your documents as a formal application until the following matters have been resolved :-

Please submit 1 electronic or 3 paper copies of a location plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of a block/site plan in accordance with the guidance notes available on our website detailed below (click on National List).

Please submit 1 electronic or 3 paper copies of existing and proposed floor plans or layout plan at a scale of 1:100 showing clearly the proposed crossover and highway in accordance with the guidance notes available on our website detailed below (click on National List).

Please serve notice on West Sussex County Council and sign certificate B of the application forms.

Please indicate clearly the visibility splays on either the Block plan or the site layout plan, if you have any queries regarding visibility splays then please contact West Sussex County Council.

Please provide the above by **2nd May 2013**. If this information is not received by this date, the application will be returned to you as incomplete and you will have to submit a fresh application.

For further guidance or to obtain the documents as required above please refer to our website:
<http://www.arun.gov.uk/main.cfm?type=SUBMITAPAPERAPPLIC>

If you are unable to download the required guidance documents from the web site please contact the above officer who will arrange to post a paper copy to you.

If this letter has crossed with you providing the information, please ignore it.

Yours sincerely

A handwritten signature in black ink, appearing to read 'KARL ROBERTS', with a long, sweeping horizontal line underneath.

Karl Roberts
Assistant Director Planning & Economic Regeneration